

**VILLAGE OF FRANKLIN  
PLANNING COMMISSION  
New Commissioner Orientation  
November 12, 2013 at 4:30 PM**

Present: Karen Couf-Cohen, Connie Ettinger, Peter Halick, Mike Heisel, Dean Moenck, Raj Abbass, Bill Sheppard, Bob Wilke  
Absent: Calvin Cupidore  
Also Present: Planning Consultant, Sarah Traxler, McKenna Associates; Assistant Planner, Laura Haw, McKenna Associates; Village Administrator, Amy Sullivan; Village Clerk, Eileen Pulker

**I. OPEN MEETINGS ACT.**

Pulker explained the ramifications and importance of the Open Meetings Act and included a copy of the Act in the hand-out materials.

**II. BASIC PARLIAMENTARY PROCEDURES (ROBERT'S RULES)**

Pulker provided a brief overview of the Basic Parliamentary Information brochure that she gave to each PC member.

**III. PLANNING COMMISSION ORIENTATION BY MCKENNA ASSOCIATES, SARAH TRAXLER.**

Sarah Traxler, expounded on the materials that she had provided to the PC at October's meeting, beginning with Basic Training: Why We Plan, Statutory Authority; The Planning and Zoning Team Roles and Responsibilities: The Master Plan: Planning and Zoning Tools, What is the Master Plan and its Components?, Using the M.P., Review of M.P., New Requirements; Zoning Basics: The Purpose of Zoning, The Land Development Regulations; Making Effective Decisions using the Zoning Process; Zoning Decisions: Amending the Ordinance, Zoning Text Amendments, Zoning Map Amendments (Rezoning), Site Plan Review; Amending the Ordinance: Conditional Zoning Map Amendments, Conditional Rezoning; Zoning Decisions: Site Plan Review, Planned Development, Special Land Use, Nonconformities; Basic Training: Risk Management, Guidelines to Minimizing Liability, Conflict of Interest.

Traxler also noted the materials that she had compiled for the Commissioners: Ten Tips for New Commissioners, Welcome to the Commissioners! A guide for New Members, Copies of the Michigan Planning Enabling Act (2008), and Michigan Zoning Enabling Act (2006).

Pulker also provided copies of the Franklin street map, the Zoning Map of Franklin, a flow chart of the Site Plan Review Process (Revised 2010); Special Approval Use Review Process (April 2010), and the Zoning Code Amendments Review Process (Nov. 2013), as well as the PC Bylaws and Rules of Procedure (amended July, 2012).

**IV. ADJOURNMENT**

There being no further business, the meeting adjourned at 6:15 P.M.

Respectfully submitted,

Gail Beke, Recording Secretary

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Eileen H. Pulker, Clerk